

**State Election Commission -  
Maharashtra**

**User Manual**

**For  
Prospective Candidates of  
Grampanchayat**

**Document Version: - 1.1**

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# Manual for Candidate to Fill Nomination Form

## 1. INTRODUCTION

This training document intends to guide the Candidates in Filling the Nomination Form Online. The various orders and directions of SEC Maharashtra are intact. The main objective of this process is to enable capture data of candidates and make them available to the voters.

Steps to fill nomination form are as below:-

- A. Candidate Registration
- B. Login Page
- C. Filling Nomination Form
- D. Note down the Registration Number Generation
- E. Take the print out of the Nomination form

## 2. Introduction of SYSTEM

Candidate to go on below URL to get Nomination Form.

Website URL: - <https://panchayatelection.maharashtra.gov.in>

Sr.no.	Menu Name	Navigation	Description
1.	Create Candidate Registration for Grampanchayat	a. Home Page	Register on website so that the candidate can go further to fill in Nomination Form. Candidate has to put his user name and password.
2.	Login	a. Home Page	After registering candidate has to login with the created User id and Password.
3.	Nomination Form	a. Transaction → Nomination Form	Candidate can fill Nomination by clicking Nomination Form menu.
4.	Form Registration Number	a. Click Submit button	Once Form filled, candidate to click submit button. It will generate a Registration Number. Candidate to note this number as it will be always required for future communication.
5.	Nomination Download & Print	a. Report → Nomination Print	Once the nomination form has been filled by candidate, candidate can take its pdf download and print from report section.

## 3. Process to Fill the Nomination Form

### 3.1. Create Candidate Registration for Grampanchayat

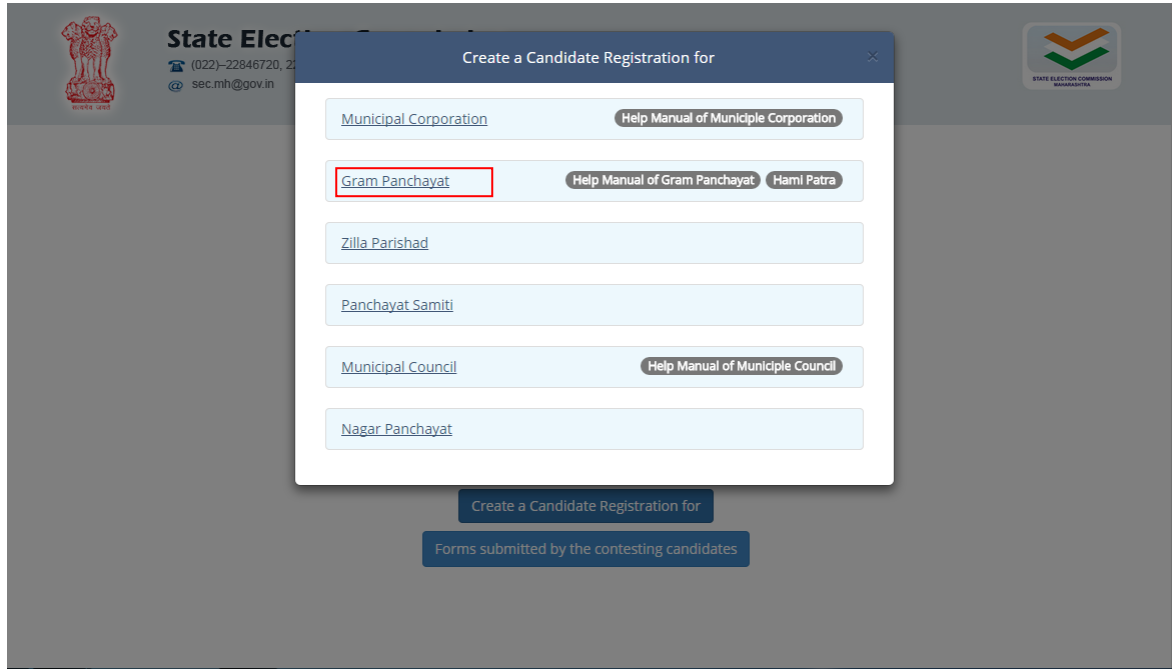
#### 3.1.1. Introduction

Candidate can use this page to register him/her self to fill the nomination form. Candidate can use his/her desired user ID and Password. Registration page is available in 'English' and 'Marathi' language.

#### 3.1.2. List of Processes

Candidate have to follow the below process for registering him/her self.

- Click on URL :- <https://panchayatelection.maharashtra.gov.in>




The screenshot shows the State Election Commission Maharashtra website. A modal window titled 'Create a Candidate Registration for' is open, displaying a list of registration options. The 'Gram Panchayat' option is selected and highlighted with a red box. Other options include 'Municipal Corporation', 'Zilla Parishad', 'Panchayat Samiti', 'Municipal Council', and 'Nagar Panchayat'. Each option has a corresponding 'Help Manual' button. Below the modal, there is a 'Create a Candidate Registration for' button and a status bar indicating 'Forms submitted by the contesting candidates'.


On the above page, please select 'Grampanchayat'. This will open the 'Candidate Registration for Grampanchayat' page as below.

## Manual for Candidate to Fill Nomination Form

### a. Candidate Registration For Grampanchayat (Marathi)



**State Election Commission**  
(022)-22846720, 22045075 (022)-22846719, 22046909, 22846720  
sec.mh@gov.in



ग्राम पंचायत निवडणुकीकरिता उमेदवाराचा नोंदणी नमुना मराठी

Mandatory fields are marked with an asterisk [ \* ]

* नाव	First Name	Father/Husband's Name	Surname
* विभाग	निवडा	* जिल्हा	
* तालुका		* ग्रामपंचायत	
* प्रभाग क्रमांक		* जागा क्र.	
* आरक्षण		* भ्रमणध्वनी	
* आपले वापरकर्ता नाव निवडा		* पासवर्ड कन्फर्म	
* पासवर्ड			
* चित्रांकित कोड लिहा	ERIZPWWK		

Submit

Info

उमेदवारास हा लॉगिन आयडी वापरून एका प्रभागात कमाल चार नामनिर्देशनपत्रे भरता येईल.  
उमेदवारास अन्य प्रभागात नामनिर्देशनपत्र दाखल करावयाचे असल्यास नवीन लॉगिन आयडी तयार करावा लागेल.

On this page, proceed as follows.

1. Fill your name, Father's/Husband name and Surname.
2. Enter your personal mobile number and valid email id.
3. Select the Division Name, District, Taluka and then accordingly select Grampanchayat. You have not to type here.
4. Select your Ward and Seat number and Reservation Category. Please confirm that you have selected proper ward and seat number.
5. Choose user name and password of our choice and enter. Please ensure to note down the User Name and Password for your future use.
6. Enter Verification Code. Take care to use proper uppercase, Lowercase and numerical as per code.
7. Checks the filled information before enter the 'Submit' button.

Your registration is complete when 'Information Saved Successfully' message is displayed.

**Note: - This registration will enable you to fill four nomination forms for the same selected ward. If you intend to contest from another ward, make a new registration for the same.**

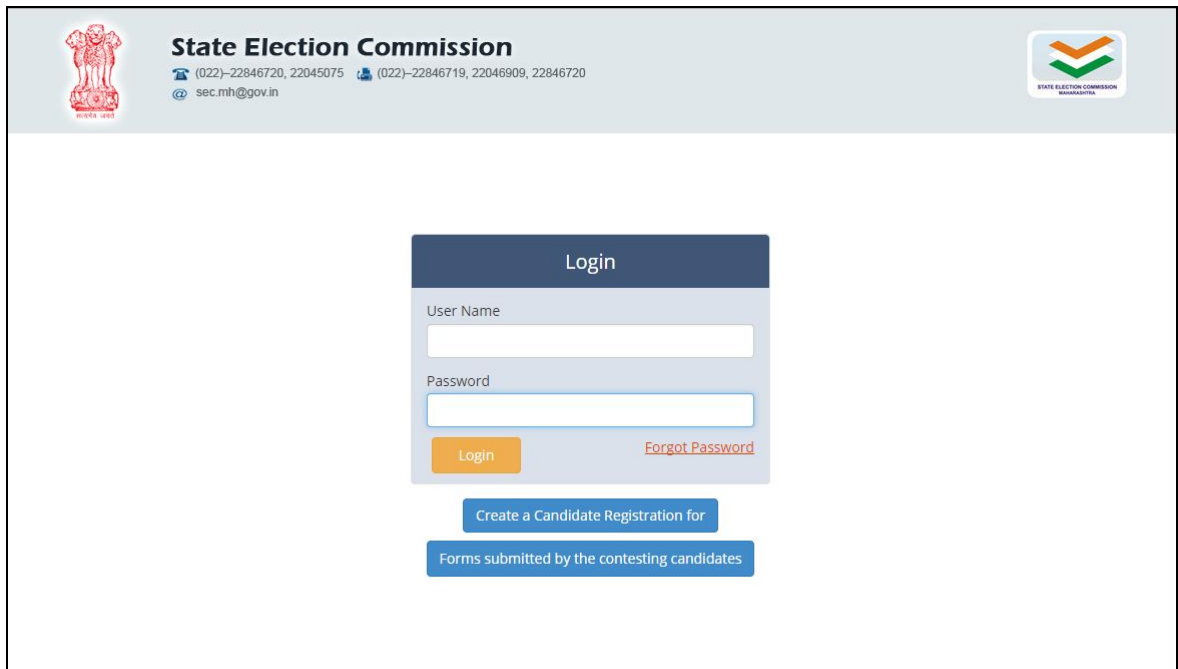
## 3.2. Login

### 3.2.1. Introduction

This page is prerequisite for filling of Nomination form where candidate can enter login credential (Generated through registration page).

### 3.2.2. List of Processes

Candidate has to enter 'User Name' and 'Password' and click on 'Login' button for filling the nomination form.



The screenshot shows the login interface of the State Election Commission, Maharashtra. At the top left is the State Emblem of India. To its right, the text reads "State Election Commission" followed by contact information: phone numbers (022)-22846720, 22045075 and (022)-22846719, 22046909, 22846720, and email sec.mh@gov.in. On the top right is the State Election Commission Maharashtra logo. The main content area features a "Login" form with a dark blue header. Below the header are two input fields: "User Name" and "Password". An orange "Login" button is positioned below the password field, with a red "Forgot Password" link to its right. Below the login form are two blue buttons: "Create a Candidate Registration for" and "Forms submitted by the contesting candidates".

### 3.3. Nomination Form

#### 3.3.1. Introduction

Facility is provided where candidate can fill Nomination Form in 'English' and 'Marathi' language. System will provide Registration number for filling of Nomination form, same should be note down by the Candidate it will be required in further process of election.

#### 3.3.2. List of Processes

Candidate have to follow the below process for filling Nomination form.

#### Require at Nomination form:-

- Candidate has to read the instruction and after reading the instruction, click on check box of 'वरील मजकूर मी वाचला असून मला ते मान्य आहे' which will redirect to nomination form.
- Click on Nomination menu, fill the Nomination form and generate registration number.

### ग्रामपंचायत निवडणूक

**अ) नामनिर्देशनपत्र भरण्याकरिता सूचना**

- ▶ (१) नामनिर्देशनपत्रातील कोणत्याही रकान्यातील माहिती निरंक ठेवू नये. निरंक असल्यास तसे स्पष्ट नमूद करावे. नामनिर्देशनपत्रासोबतच्या शपथपत्रामधील कोणत्याही रकान्यातील माहिती न भरल्यास अथवा रिक्त ठेवल्यास राज्य निवडणूक आयोगाच्या क्रमांक-रानिआ/नप-2015/प.क.5/कन-6, दिनांक 27/03/2015 अनुसार नामनिर्देशनपत्र नाकारण्यास पात्र होऊ शकते.
- ▶ (2) ज्या प्रभागगतून निवडणूक लढवावयाची आहे त्या प्रभागाचा क्रमांक व आरक्षण स्पष्टपणे नमूद करणे आवश्यक आहे.

**नामनिर्देशनपत्रासोबत सादर करावयाची कागदपत्रे :-**

- ▶ उमेदवार राखीव जागेवरून निवडणूक लढवित असल्यास -
  - ▶ (१) उमेदवार राखीव जागेवरून निवडणूक लढवित असल्यास - (i) अनुसूचित जाती, अनुसूचित जमाती किंवा यथास्थिती नागरिकांचा मागास प्रवर्ग यांच्याकरीता राखीव असलेल्या जागेसाठी निवडणूक लढविणा-या व्यक्तीने नामनिर्देशनपत्रासोबत महाराष्ट्र अनुसूचित जाती, अनुसूचित जमाती, विमुक्त जाती, भटक्या जमाती, इतर मागासवर्ग व विशेष मागासप्रवर्ग (जातीचे प्रमाणपत्र देण्याचे व त्याच्या पडताळणीचे विनियमन) अधिनियम, 2000 च्या तरतुदींना अनुसरून सक्षम प्राधिकार्याने दिलेले जातीचे प्रमाणपत्र व पडताळणी समितीने दिलेले वैधता प्रमाणपत्र यांची सत्यप्रत सोबत जोडावी. तसेच,
  - ▶ (ii) नामनिर्देशनपत्राच्या छाननीच्यावेळी पडताळणीसाठी मूळ जाती प्रमाणपत्र व जात पडताळणी समितीने दिलेले वैधता प्रमाणपत्र सादर करावे.
  - ▶ (iii) उपरोक्त अधिनियमास अनुसरून दिलेले जात वैधता प्रमाणपत्र नसल्यास जातीची वैधता तपासणीकरिता जात वैधता पडताळणी समितीकडे अर्ज केल्याचा पुरावा जोडणे आवश्यक आहे.


(वरील मजकूर मी वाचला असून मला ते मान्य आहे.)

#### **Note:-**


System won't allow to display the Nomination form unless and until 'वरील मजकूर मी वाचला असून मला ते मान्य आहे' check box and 'OK' button is not clicked.

## Manual for Candidate to Fill Nomination Form

Once the candidate has clicked on 'वरील मजकूर मी वाचला असून मला ते मान्य आहे', system redirect to Nomination form which will be displayed as below.



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नामनिर्देशन पत्र ग्रामपंचायत निवडणूक

मराठी

**स्थानिक संस्था तपशिल**

* सन	२०१५	सार्वत्रिक निवडणूक/पोट निवडणूक	<input checked="" type="radio"/> General <input type="radio"/> Bye Election
* विभाग	Please Select		
* जिल्हा	निवडा	* तालुका	Please Select
* स्थानिक स्वराज्य संस्थेचे नाव	Please Select	* लढवित असलेला प्रभाग व जागा क्र.	Please Select
* जागा क्र.	Please Select	* आरक्षण प्रवर्ग	Please Select
* स्थानिक स्वराज्य संस्था	ग्रामपंचायत		

**उमेदवाराची माहिती**

आधार क्र.			
* उमेदवाराचे नाव	आडनाव	पहिले नाव	वडिलांचे / पतीचे नाव
उमेदवाराचे नाव (मराठी)			
* लिंग	निवडा	* जन्म दिनांक	
वय		* व्यवसाय / धंदा	निवडा
* पत्ता		* पिनकोड	
* मुख्य प्रवर्ग	निवडा	प्रवर्ग	
* प्रभाग क्रमांक व मतदारचे नाव	Please Select		
* मतदार क्रमांक		महिलांकरीता राखीव जागा	<input type="radio"/> Yes <input checked="" type="radio"/> No
भ्रमणध्वनी		ई-मेल	

**मी जाहीर करतो की.**

मी जाहीर करतो की माझे वय 21 वर्ष वरील आहे	<input type="radio"/> Yes <input checked="" type="radio"/> No	मी निवडणूक लढविण्यास पात्र/अहं आहे	<input type="radio"/> Yes <input checked="" type="radio"/> No
मी स्थानिक स्वराज्य संस्थेचा कंत्राटदार नाही	<input type="radio"/> Yes <input checked="" type="radio"/> No	मी स्थानिक स्वराज्य संस्थेचा थकवाकीदार नाही.	<input type="radio"/> Yes <input checked="" type="radio"/> No

**जर राखीव आरक्षण उमेदवार असल्यास**

मी आरक्षणातील खालील प्रवर्गात मोडतो	<input type="radio"/> SC <input type="radio"/> ST <input type="radio"/> BCC <input checked="" type="radio"/> GEN
-------------------------------------	--

Enter Captcha

02NUYFPL

जतन Reset

Note: - Nomination form is available in English and Marathi.



## Manual for Candidate to Fill Nomination Form

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The Division, District, Taluka, Grampanchayat name, Ward number and Seat Number selected by you will be auto displayed.

1. Enter the UID (Aadhar Card Number). However this is optional and not entering UID card will not make your Nomination form invalid.
2. Enter your Surname, First Name and Father/Husband's name. The system will automatically generate the Marathi name. **If you feel the Marathi spelling is not proper then select that Marathi text and click on it to get predictions. You can select proper spelling of name from these predictions.**
3. Enter your personal details as asked in the forms. Ensure you should select correct date to reflect right age. If right age is not reflected check and enter your birth date again.
4. Select you Category, Caste, Voter in ward number and serial number.
5. If the seat is reserved for Woman then select the 'Yes' otherwise 'No' to select from Whether Woman Reserved Seat.
6. Tick the necessary information in Declaration section. If you do not choose the system will automatically choose as 'No' option for each declaration.
7. Select you reservation category in declaration.
8. Enter Captcha. Take care to use proper uppercase, Lowercase and numerical as per code.
9. Check all the information and then Save it.

After clicking 'Save' button system will display the message regarding your Nomination Registration Number. Please keep it safely as it will be required in next stage of election process.

Maximum four nomination forms can be filled through the same login credential for the same Ward.

## 3.4. Nomination Print

### 3.4.1. Introduction

Once above all the processed (3.1, 3.2 and 3.3) are performed candidate can download Nomination report.

### 3.4.2. List of Processes

Candidate have to follow the below process for filling Nomination form.



Registration No.	Name	Download
GP1098-515-4133-01098	AMOL HARI SURASE	<a href="#">Download</a>

### Require at time of downloading print of Nomination form:-

1. Navigate to 'Nomination Print' menu and click on 'Download' button, system starts downloading the Nomination form.
2. Candidate has to print the Nomination Form on A4 size paper. If candidate does not have facility of printing, he can use the facility of help desk.
3. Candidate has to attach copy of annexure with this printed Nomination form.
4. Candidate has to sign the forma and submit to R.O. within prescribed time.

**END**